

Job Opening

Position:	Coordinator of Assessment Services
Department/Store:	Mission Services
Location:	Alcott Corporate Office – Kalamazoo, MI
Wage:	\$15.00 per hour
Classification:	Full-time Staff
Number of Openings:	1
Hours:	Monday – Thursday, some Fridays; flexible hours
Date posted:	09/16/2013
Submit Applications to:	www.goodwillswmi.org

Job Duties:

- Developing, coordinating and maintaining assessment, education and training services consistent with the Commission on Accreditation of Rehabilitation Facilities (CARF) standards, current vocational rehabilitation evidence based practices and Goodwill agency standards.
- Conducting client intakes and establishing plans of service related to client needs and referring counselor questions/referral reasons; executing these plans of service in accordance with client and referring counselor needs
- Maintaining accurate and timely electronic and paper based records in accordance with CARF and agency standards; producing timely reports to referring agencies during and at the conclusion of services rendered.
- Establishing and maintaining positive relationships and effective communication with community agencies and local employers; increasing the capacity for community based assessments and training opportunities via these relationships
- Collaborating positively with Mission Services teammates and members of other departments on assigned projects; other duties as assigned

Qualifications:

The Coordinator of Assessment Services must be proficient in computer usage, including the Microsoft Office Suite. The must have superior organizational, communication, and speaking skills, as well as the ability to make detailed observations that are documented in case notes and reports issued to referring counselors.

Bachelor's degree in vocational rehabilitation, psychology, social work or human services field required; Master's degree preferred, in addition to at least three to five years professional work experience preferred.

Equal Opportunity Employer

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.

Please click on and read: <http://www.goodwillswmi.org/PDF/ApplicationTerms.pdf>



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